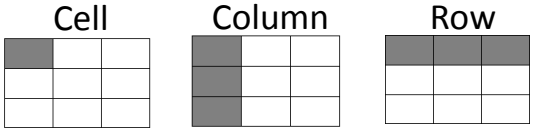
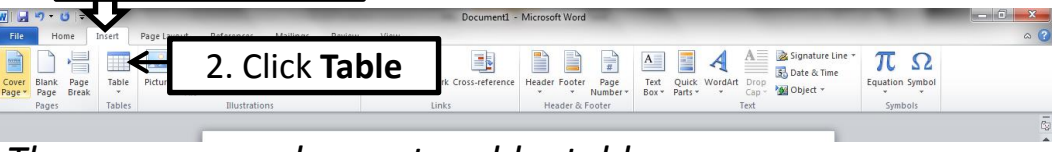
Doing More with Microsoft Word 2010 - Using Tables

Anatomy of a table:



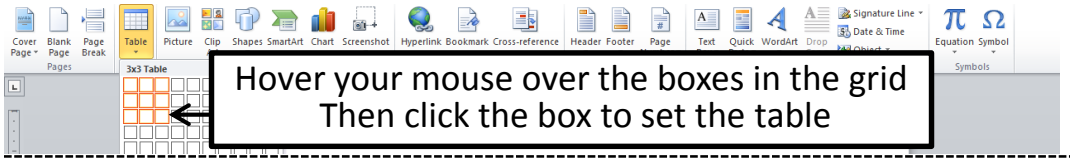
Add a table to your document

1. Click **Insert** tab

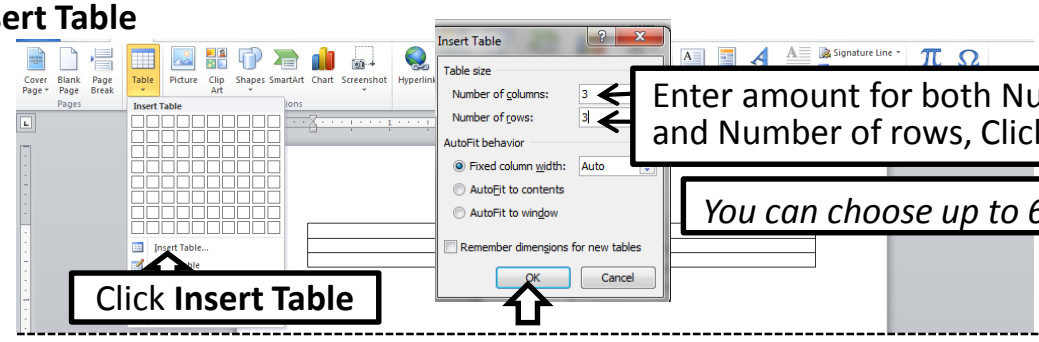


There are several ways to add a table.

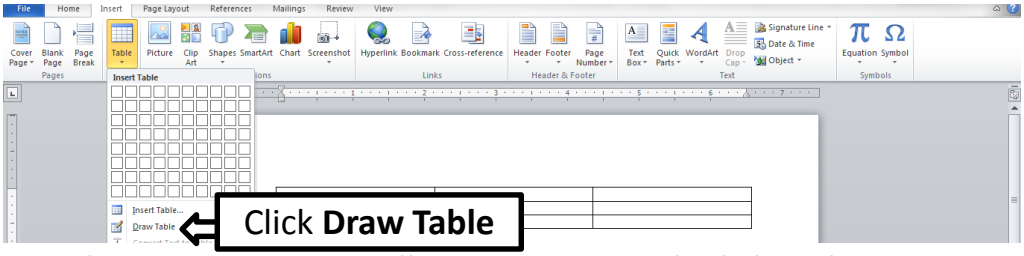
Table Grid



Insert Table



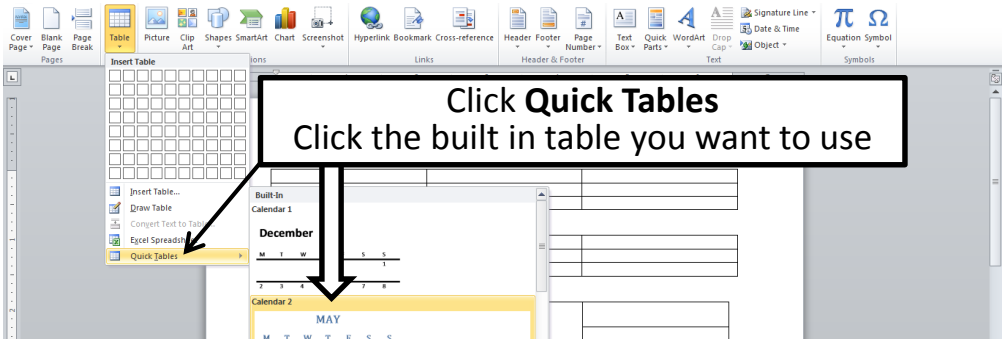
Draw Table



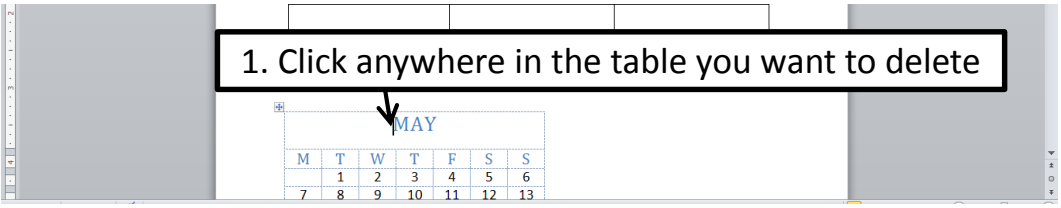
The mouse pointer will turn into a pencil. Click in the spot you want to add the table, click and drag to create the borders of the table

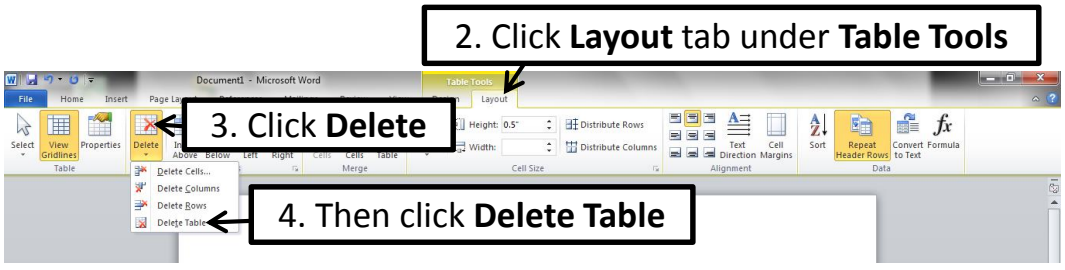
Press “Esc” button on keyboard to complete the drawn table

Quick Tables

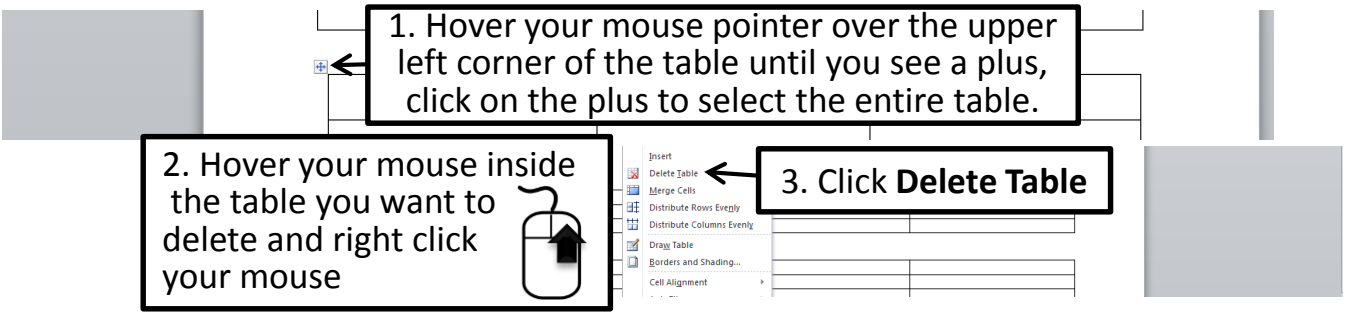


Delete a table

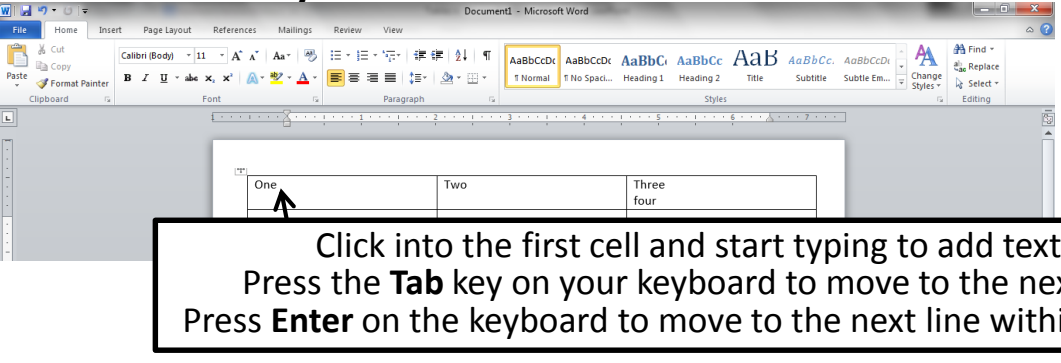




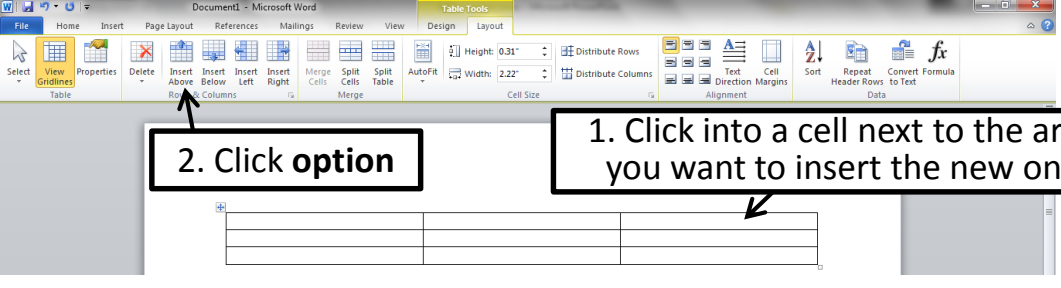
Delete a table using the right click menu



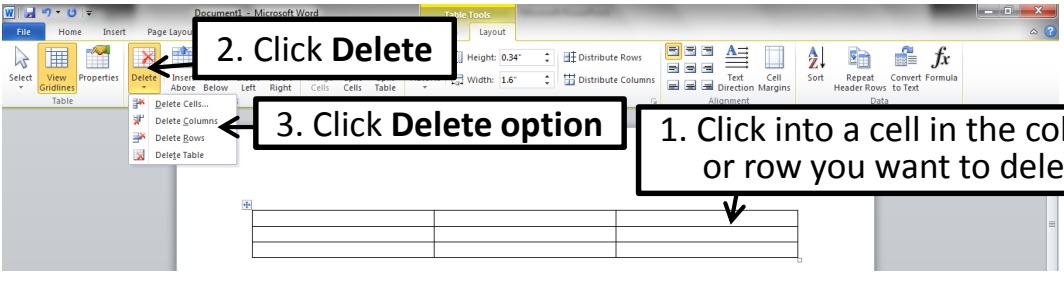
Add content to your table



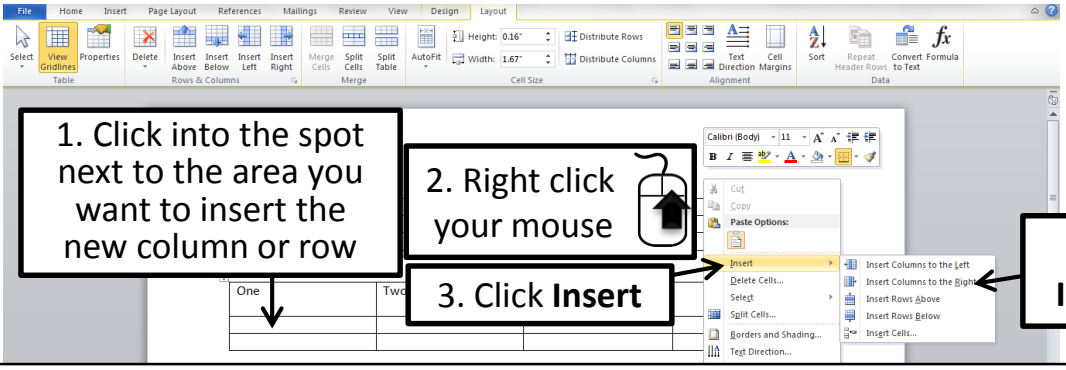
Insert a column or row (Layout tab under Table Tools)



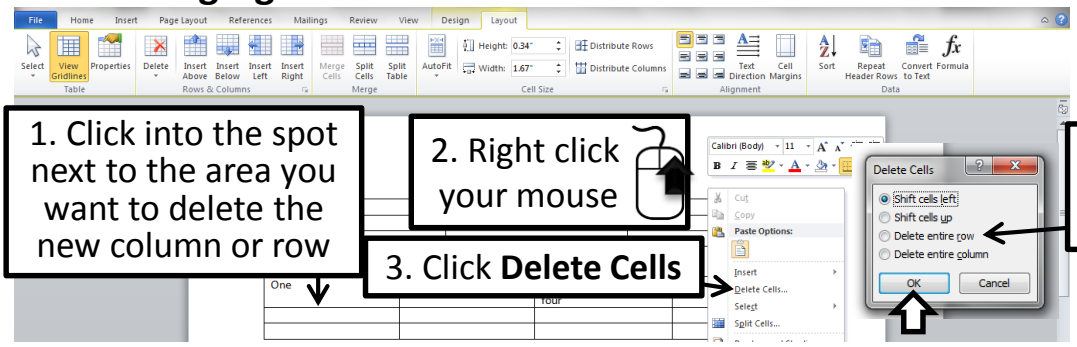
Delete a column or row (Layout tab under Table Tools)



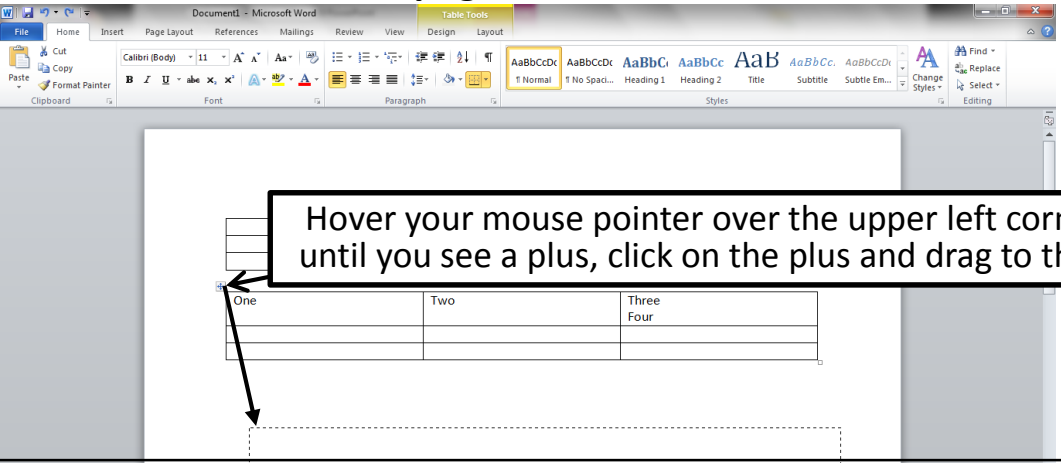
Insert using right click menu



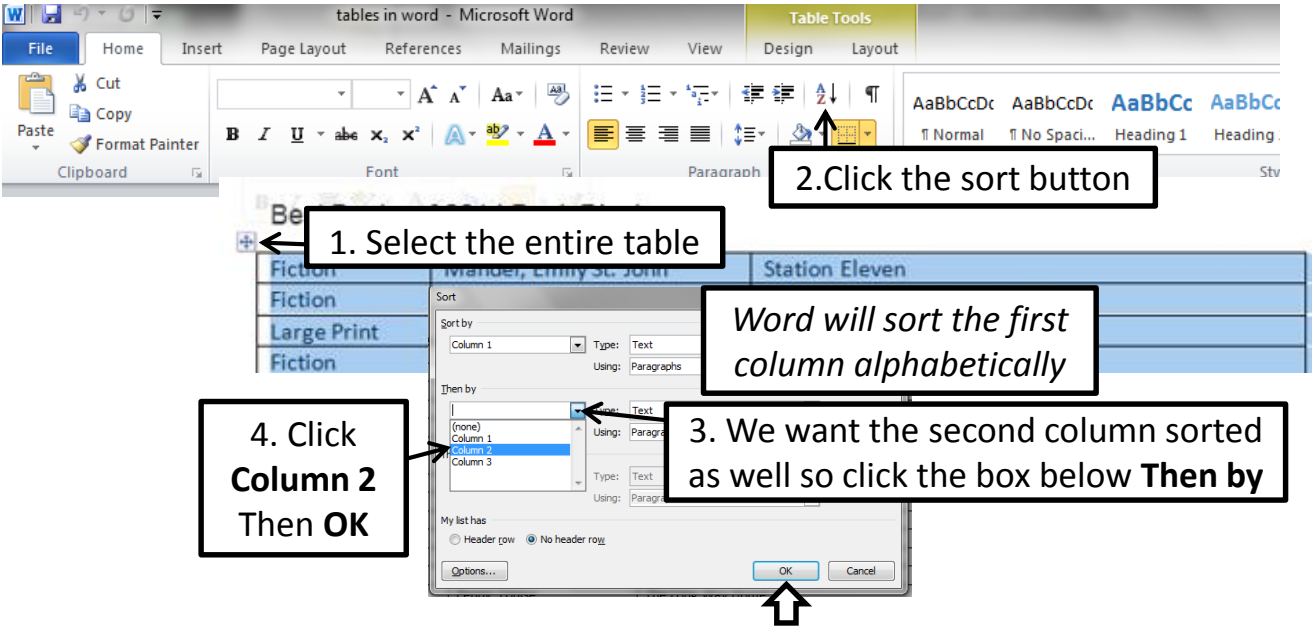
Delete using right click



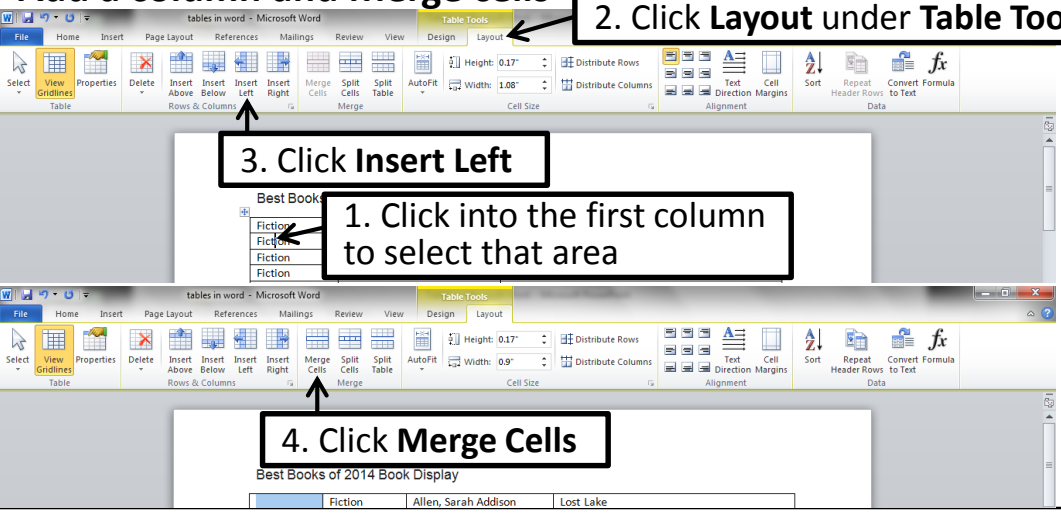
Move the Table on the page



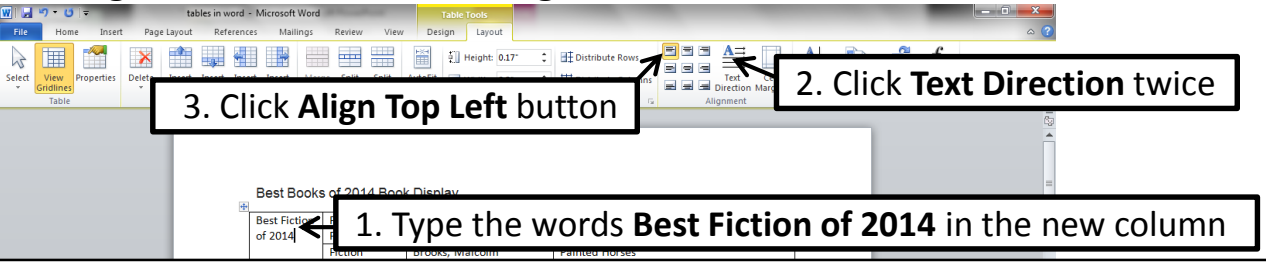
Sort data in the table (Home Tab)



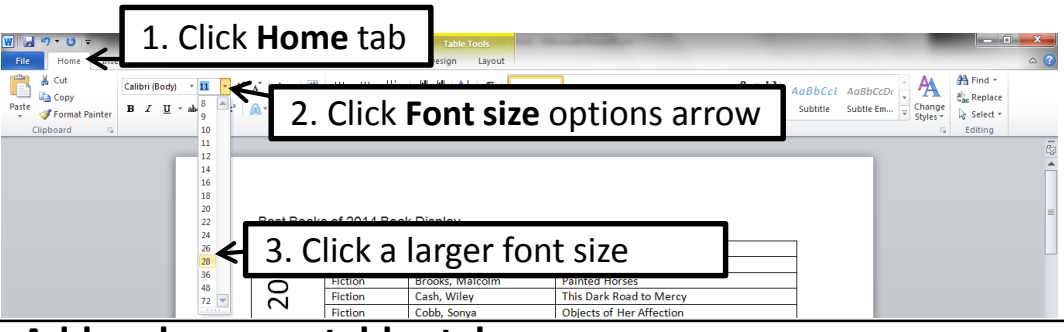
Add a column and Merge cells



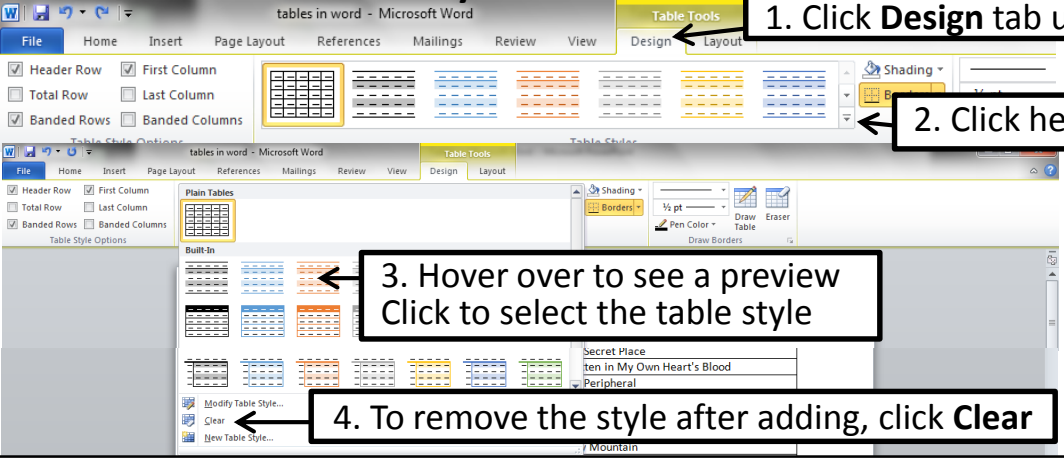
Change Text Direction and Align



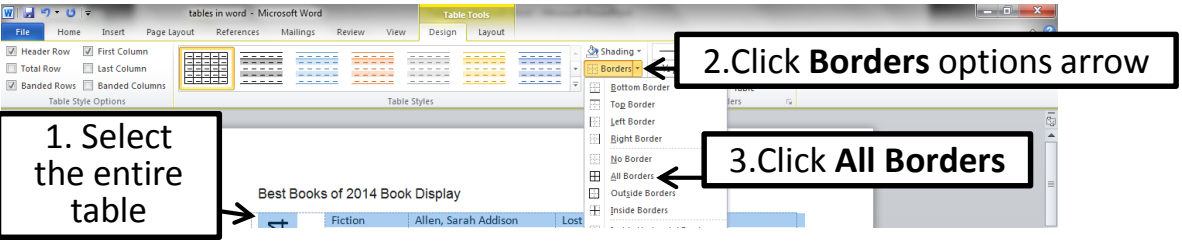
Increase the size of the text



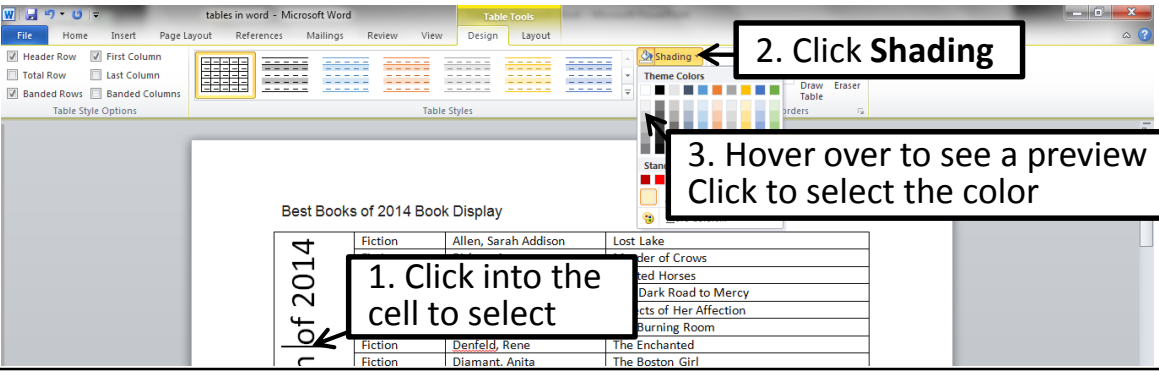
Add and remove table styles



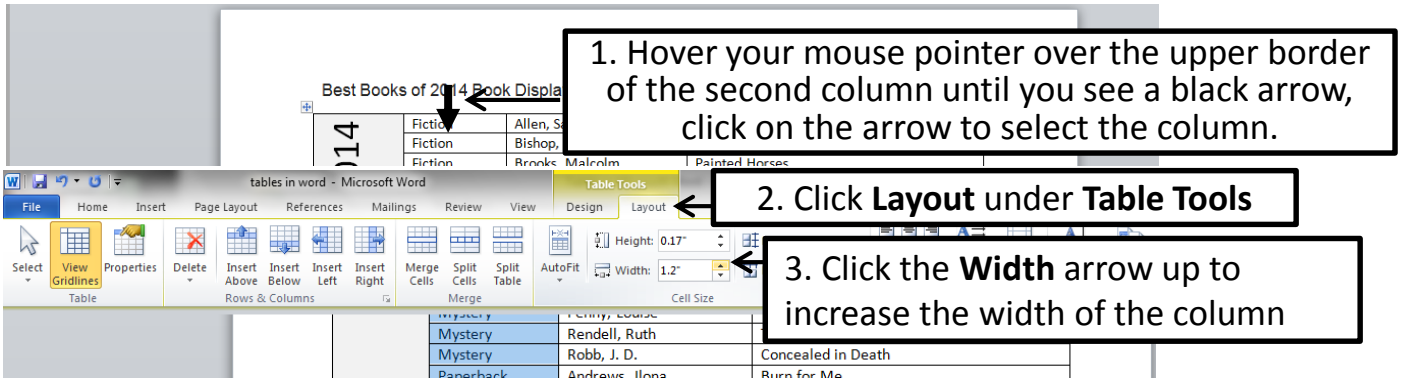
Add borders around all the cells (Design tab under Table Tools)



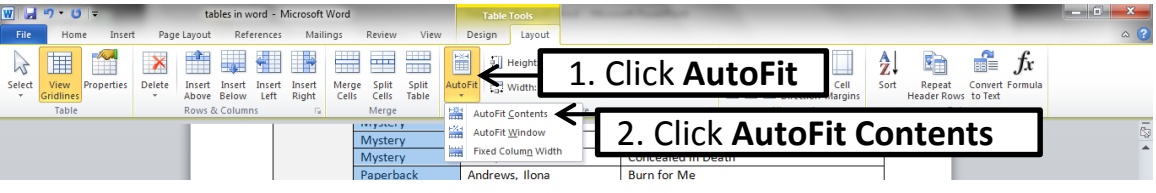
Add shading to a cell (Design Tab under Table Tools)



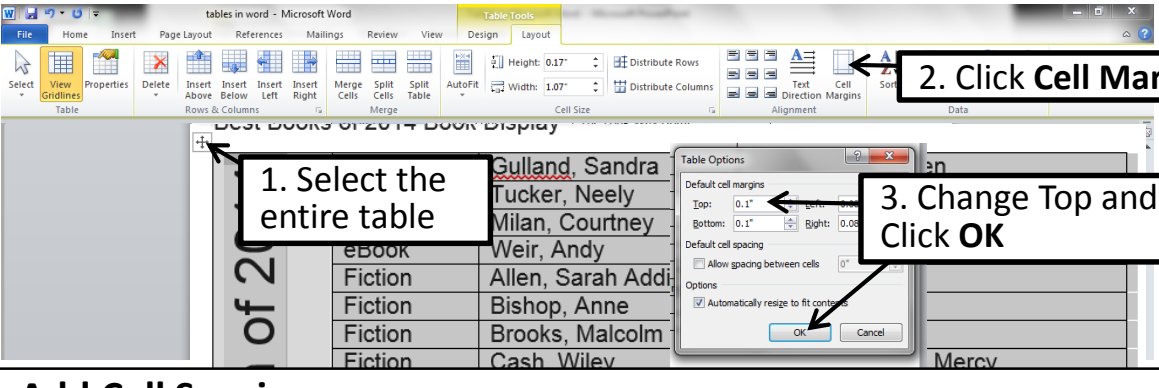
Change width of column



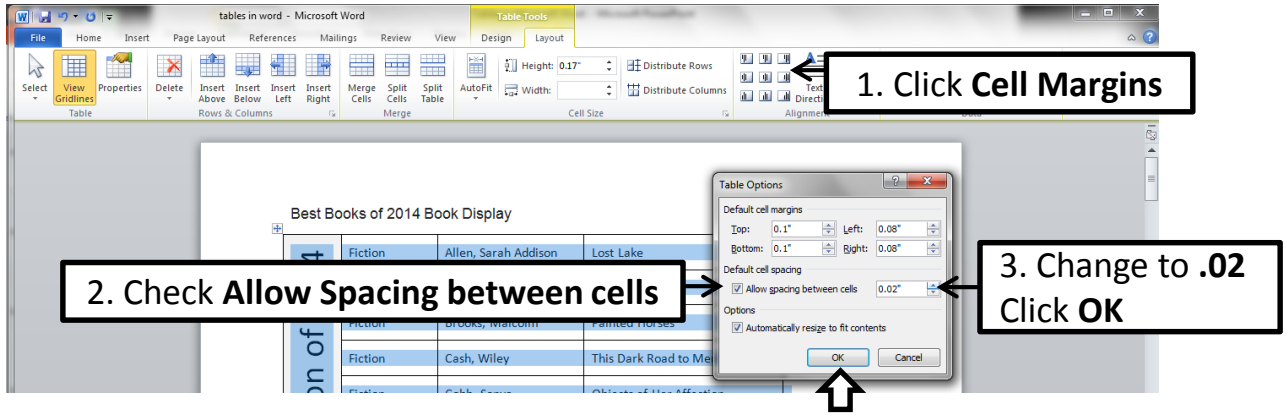
Autofit - The table will resize to fit the contents (Layout tab under Table Tools)



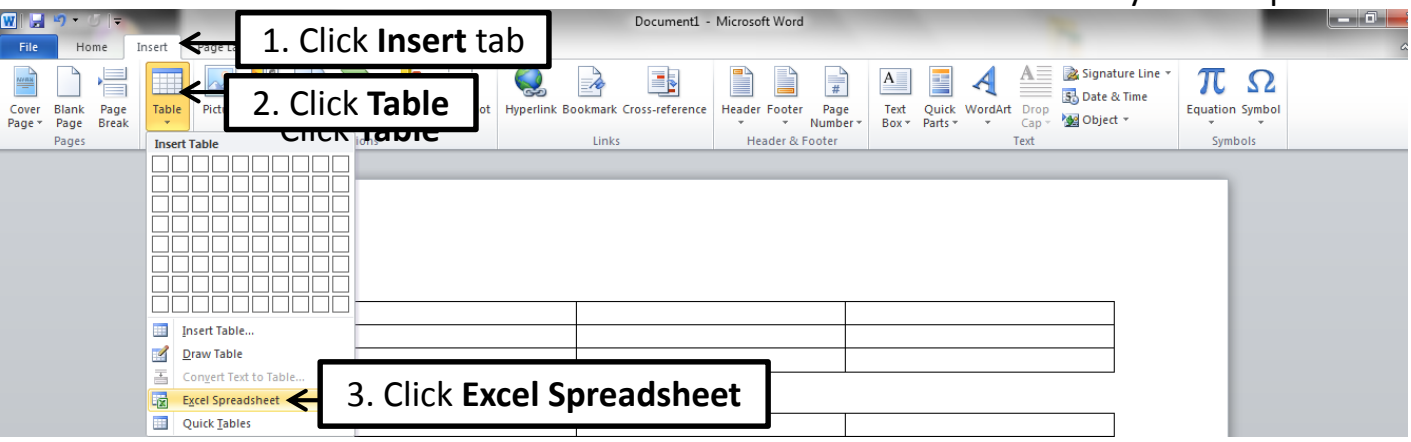
Change the cell margins to add space around the cell content

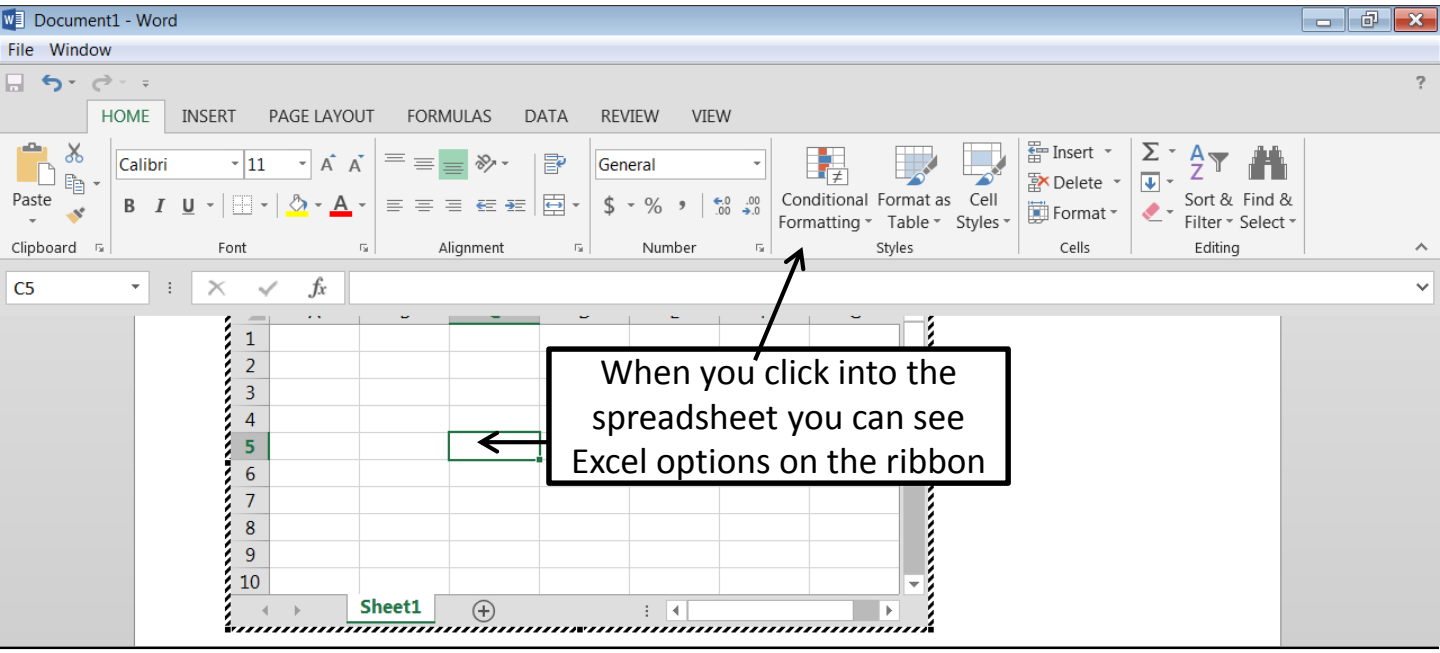


Add Cell Spacing



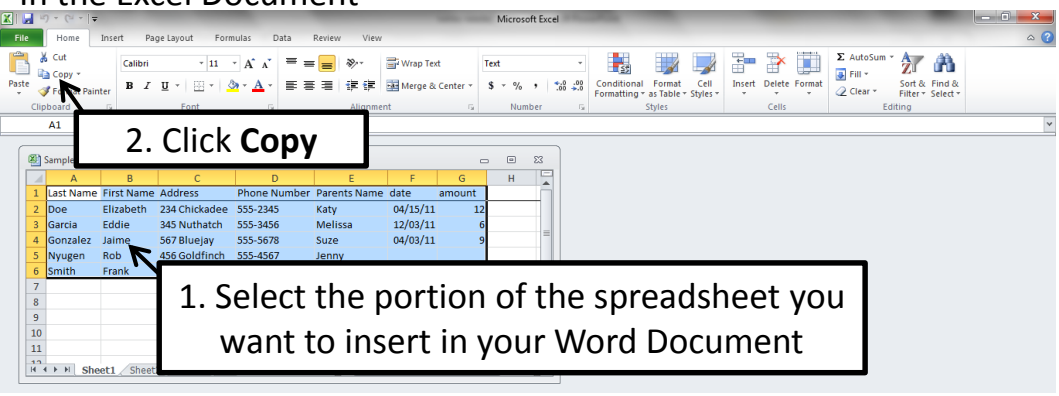
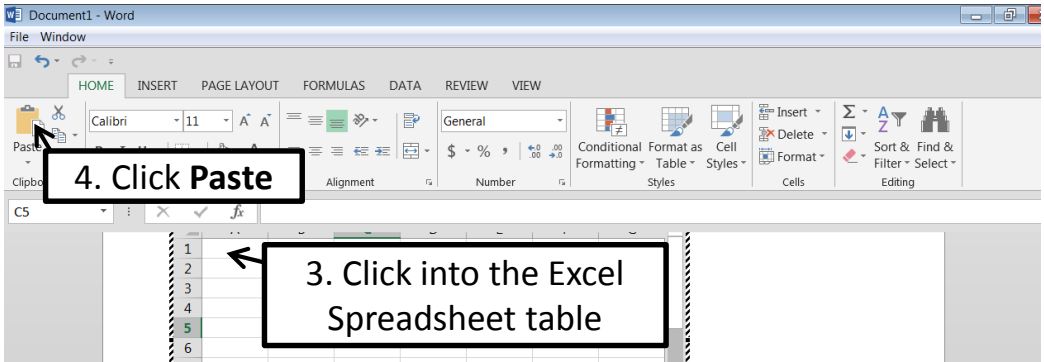
Insert Excel into Word - You will need to also have Microsoft Excel on your computer





Copy and paste from an Excel document to Word

In the Excel Document



In the Word Document